

Seasons of Service Project

Request for Quotation Application (RFQA)

MK-VSG-07-7365-00

<u>DEADLINE</u>	Applications shall be submitted on or before 3:00 p.m. (Arizona MST Time) on <i>February 14, 2007</i> at the Governor's Office for Children, Youth, and Families (GOCYF), 1700 W. Washington, Suite 101, Phoenix, AZ 85007. Telefaxed, electronic or late applications will not be accepted. Please mail or deliver one (1) original and five (5) copies.
<u>SPECIAL ACCOMMODATIONS</u>	Persons with a disability may request reasonable accommodation such as a language interpreter by contacting Jeanne Weeks, email: jweeks@az.gov or via fax (602) 542-3520. Requests should be made as early as possible to allow time to arrange the accommodation.
<u>PRE -APPLICATIONS CONFERENCE</u>	Prospective applicants are encouraged to attend a pre-application conference on January 24, 2007 at 10:00 am – 12:00 pm at the State Capitol, Executive Tower, First Floor Conference Room, 1700 W. Washington, Phoenix. The purpose of the meeting is to discuss and clarify this Request For Quote Application (RFQA).
<u>PROCUREMENT GUIDELINES</u>	<p>It is the responsibility of all offerors to examine the entire Request for Quotation Application (RFQA) package and seek clarification of any requirement that may not be clear and to check all response for accuracy before submitting a quotation.</p> <p>All questions concerning this solicitation shall be directed to Jeanne Weeks, Procurement Specialist at jweeks@az.gov or fax (602) 542-3520.</p> <p>Quotations must be submitted in a sealed envelope with the Request for Quotation Application number and the applicant's name and address clearly indicated on the envelope. All offers must be typewritten and be mailed or delivered by the time and date cited above.</p> <p>Additional instructions for preparing a quotation application are included within this document.</p> <p>Late Quotation Applications shall not be considered (see A.R.S. 41-2533, Rule R2-7-C307).</p> <p>Small Business Set Aside: In accordance with A.A.C. R2-7-335A, this purchase is restricted to small businesses. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full-time employees or which has gross revenues of \$4 million or less. The offeror must certify on the Offer and Acceptance form its status as a small business.</p> <p>Notwithstanding the State's intent to award to a small business, the State reserves the right to determine that it is impractical to award the contract to a small business in accordance with A.A.C. R2-7-335E and to award the contract to a non-small business vendor.</p>

<p align="center"><u>CONTRACT INFORMATION</u></p>	<p>SERVICE: Seasons of Service Project</p> <p>CONTRACT TYPE: Cost Reimbursement.</p> <p>CONTRACT TERM: The term of the contract shall commence on March 1, 2007 and shall remain in effect until December 31, 2007, unless terminated, cancelled or extended as otherwise provided herein.</p>
<p align="center"><u>CONTACT INFORMATION</u></p>	<p>Jeanne Weeks GOCYF Procurement Specialist Fax: (602) 542-3520 Email: jweeks@az.gov</p>
<p align="center">CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) <u>NUMBER</u></p>	<p>CFDA number is 94.007 MLK Day Grant 16.523 Juvenile Accountability Block Grant These numbers will be required for audits conducted in accordance with federal regulations.</p>
<p align="center"><u>SPECIAL NOTE</u></p>	<p>All information submitted by the applicant is subject to disclosure and inspection by the public. If an applicant deems all, or part of their application to be proprietary, a written justification must be submitted to support non-disclosure.</p> <p>DUNS Number: Applicants must provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps grants and cooperative agreements. The DUNS number will not replace the Employee Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or online at http://www.dnb.com.</p>



JANET NAPOLITANO
GOVERNOR

GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND
FAMILIES

IRENE S. JACOBS
EXECUTIVE DIRECTOR &
SENIOR POLICY ADVISOR

STATE OF ARIZONA

OFFER AND ACCEPTANCE FORM

TO THE STATE OF ARIZONA:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by the State, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: _____

Federal Employer Identification No.:

Phone: _____ Fax: _____

E-Mail: _____

Name of Applicant

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 75.5 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application and based upon the RFQA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. _____.

State of Arizona

Awarded this

_____ day of _____

20____

Jeanne Weeks, Procurement Specialist

What is in this Request for Quote Application (RFQA)?

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What is the Governor's Office for Children, Youth and Families?

The Governor's Office for Children, Youth and Families (GOCYF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several divisions: Division of Finance and Administration, Division for Children, Division for Community and Youth Development, Division for Substance Abuse Policy, Division for Women, and the State School Readiness Board. Experienced and knowledgeable professionals with expertise in their particular areas staff each division and act as resources to communities. To achieve GOCYF's mission, the divisions oversee grant programs, boards, commissions, councils, task forces, policy initiatives and annual events.

The GOCYF acts as a catalyst for overall systems changes. Commissions advise and monitor policy initiatives and grant programs. The GOCYF convenes numerous commissions, councils and task forces which include: the Governor's Children's Cabinet, the Governor's Foundation Roundtable, the Arizona Parents Commission on Drug Education and Prevention, the Arizona Juvenile Justice Commission, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on the Health Status of Arizona's Women and Families (with the Arizona Department of Health Services), the Children's Justice Task Force, the State School Readiness Board, the Governor's Commission on Service and Volunteerism, the Arizona State Citizens Corp Council, the Statewide Youth Development Task Force, the Governor's Youth Commission, the Benefits Checkup Task Force, the Interagency Council on Homelessness, the Re-entry Task Force, the Earned Income Tax Credit Task Force and the Council on Faith and Community Initiatives. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

GOCYF Values

- We are public servants with a passion to create a brighter future for all Arizonans.
- We value strong families as the cornerstone of a healthy society with a robust economy and a bright future.
- We acknowledge and celebrate all kinds of families, and recognize that there is often a child at the center of each family who needs support to grow up healthy, safe and well educated.
- We work in a family/employee friendly environment, in which we draw on our creativity, flexibility and good humor to accomplish excellent work that gets results for Arizona's children, youth and families.
- We approach our work as servant leaders and focus on producing tangible outcomes to meet the expressed needs of Arizonans.
- We pursue our work with pride, integrity and mutual respect for each other and for the people of Arizona.

GOCYF Vision

The state of Arizona is the ideal place to grow up, raise a family, and grow old.

GOCYF Mission

We create a brighter future for Arizona by providing resources, promoting citizen engagement, and

leading innovative projects to strengthen and empower families and communities.

GOCYF Goals

- Safety ~ Arizonans are safe in their homes and communities
- Civic Engagement ~ Arizonans participate in improving the quality of life within their communities
- Economic Stability ~ Arizonans are economically stable and self sufficient and have access to support and resources
- Health ~ Arizonans are healthy and stable— physically, mentally, behaviorally, developmentally, orally, environmentally, and spiritually
- Life Long Learning ~ Arizonans experience quality education throughout their lifetimes
- Responsive Government ~ State government is responsive to individuals, families, communities and local governments in Arizona

What is the Governor's Division for Community and Youth Development?

The Governor's Division for Community and Youth Development (GDCYD) manages and distributes funding and works to support issues around National Service programs, service-learning, volunteerism, positive youth development, and mentoring and youth workforce development throughout Arizona.

The GDCYD provides staff support to the Governor-appointed Commission on Service and Volunteerism. The Commission directs federal funds given to Arizona by the Corporation for National and Community Service as a result of the National and Community Service Trust Act of 1993. These funds are designated for increasing volunteerism through the resources of National Service (AmeriCorps, Learn and Serve America, and Senior Corps).

What is the Governor's Commission on Service and Volunteerism?

The Governor's Commission on Service and Volunteerism (hereafter referred to as "the Commission") was founded in 1994 to fund and implement AmeriCorps programs. In 1999, the mission of the Commission was expanded to be the policy-making body on all volunteer and National Service issues in Arizona. Commissioners serve by appointment from the Governor and represent the diversity and unique nature of Arizona's communities.

Throughout the growth and development of the Commission, there has been a value placed on supporting community needs through building the capacity of local and existing infrastructure. The Commission is funded by the Corporation for National and Community Service (CNCS).

What is the Funding Source For This Grant?

Funding for this grant is made available through the Arizona Juvenile Justice Commission's Juvenile Accountability Block Grant (JABG) and the CNCS as part the MLK Day Grant to the Commission. The Catalog of Federal Domestic Assistance (CFDA) number for the MLK Day Grant is 94.006. The JABG CFDA number is 16.523.

What is the Seasons of Service (SOS) Project?

The SOS is designed to honor the legacy of Dr. Martin Luther King Jr. through the application of his teachings to address challenges facing Arizona communities.

Local Units of Governments (LUG) and communities will meet the following objectives of the SOS:

- Provide juvenile probationers – some of Arizona’s “neediest” youth – with the challenge of partnering with community leaders to address community needs founded in Dr. King’s “Triple Evils” of poverty, racism and war.
- Engage volunteers throughout Arizona in days of service community volunteer projects from March 1, 2007 through December 31, 2007. Visit www.volunteerarizona.org for nationally recognized days of service.
- Encourage volunteers to register on the President’s Volunteer Service Awards website in an effort to track volunteer hours and service experience.
<https://www.presidentialserviceawards.gov/tgact/ros/dspROSlogin.cfm>

Who is Eligible to Apply for this Funding Opportunity?

- Local, county or state government entities
- School Districts and Institutions of Higher Education
- Tribal Nations and communities

What is the Total Amount of Available Funds?

The Commission expects to distribute up to \$48,000 to approximately eight (8) sub-grantees. (Currently, the Commission proposes to divide the award into eight awards of \$6,000 each, although there may be smaller awards made to more sub-grantees depending on the number and quality of applications received). The Commission reserves the right to change the maximum or minimum amount of the awards based on the number and quality of applications received.

What will this RFQA Fund?

The SOS will fund materials and supplies designed for three National/State Days of Service that increase the legacy of Dr. King’s teachings surrounding the “Triple Evils” of poverty, racism and war among community volunteers and juvenile probationers.

As a required component of the project, the applicant **MUST** work in collaboration with a local County Juvenile Probation Department and demonstrate in this application the coordination efforts.

Funded projects must begin or occur in significant part on the federal Cesar Chavez Day holiday (March 31, 2007) and continue for two more Days of Service throughout the year.

How Do I Apply?

Applicants will be required to submit the documents and attachments being requested as outlined in this RFQA. To prepare your application, read this document and its exhibits/attachments, follow the Grant Application Format and Guidelines section of this document; prepare a budget and budget narrative. **Refer to the Checklist on page 24 to verify inclusion of all required documentation and the proper format.**

The GOCYF shall be responsible for the overall management of the SOS. The GOCYF is responsible for all activities related to submission, review of applications, awarding of contracts, and all subsequent program monitoring.

Applicant Contacts:

The GOCYF will address questions regarding this RFQA, including technical specifications, application process, etc. For questions, please contact Jeanne Weeks via email: jweeks@az.gov or via fax: (602) 542-3520. Applicants may not contact the employees of the GOCYF regarding this procurement activity while the application and evaluation are in process.

Please follow these instructions in preparing your grant application:

1. Read and familiarize yourself with all sections of this RFQA document.
2. Attend, if necessary, the Pre-Application Conference on January 24, 2007, starting from 10:00 am – 12:00 pm (MST), at the State Capitol, Executive Tower, First Floor Conference Room, 1700 W. Washington, Phoenix. The Pre-Application Conference will clarify the contents of the RFQA in order to prevent any misunderstanding of the GOCYF position. Any doubt as to the requirements of the RFQA or any apparent omission or discrepancy should be presented to the GOCYF at the conference. The GOCYF will then determine the appropriate action necessary, if any, and issue a written amendment to the RFQA. Oral statements or instructions shall not constitute an amendment to the RFQA. Applicants may not contact any employee of the GOCYF concerning this solicitation while the application and evaluations are in process. **Attendance at the Pre-Application Conference is encouraged, but not mandatory.** Questions concerning this solicitation should be directed to Jeanne Weeks by emailing jweeks@az.gov or in writing by faxing your question to (602) 542-3520.
3. **Submit one (1) original and five (5) copies of your application.** The original copy of your application should be clearly marked “**ORIGINAL**”. The GOCYF will not provide any reimbursement for the cost of developing or presenting applications in response to this RFQA. Failure to include the requested information may have a negative effect on the evaluation of the applicant’s application.
4. Quotation applications must be received by the GOCYF, 1700 W. Washington, Suite 101, Phoenix, Arizona, 85007 **no later than 3:00 pm (Arizona MST Time), February 14, 2007.** **Telefaxed, electronic or late applications shall not be accepted.**

5. Additional materials such as promotional brochures or examples of other programs should be submitted only if they directly relate to the information requested in the application.
6. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.
7. Applications shall be irrevocable for 150 days after the RFQA due date and time.
8. In the event that the applications received exceed the budget limitations, the GOCYF reserves the option to request a reduction in the scope of the applicant's proposed program. If such an option is exercised by the GOCYF, funds shall be awarded according to priority scores. Revised budget documents will be required. The GOCYF reserves the right to award contracts for less than the proposed price.
9. Keep a copy of this solicitation and your grant application. If awarded, the Sub grantee shall be bound to the services listed by the grant application and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

How Will the Applications be Evaluated?

The review committee to evaluate applications and select those for an award will use the following criteria.

- Project Design 70%
- Budget 30%

Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. 41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. 41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

Technical requirements:

Applications will be reviewed initially for compliance with technical requirements. Noncompliance with these requirements may result in the application being deemed non-responsive, and therefore, not susceptible to award.

- ☐ Responses should be typed, one and one-half spaced with one-inch margins or wider with a 12-point font used.
- ☐ Applications are NOT to be bound in spiral binders or in 3-ring notebooks. Please submit your application either stapled in the upper left-hand corner or use a binder clip.
- ☐ Applications should be single sided, NOT duplexed.
- ☐ Number all pages and include a table of contents that follows the underlined sections

below.

- ☐ Enclose **one (1) original** copy marked “**ORIGINAL**” and **five (5)** additional copies.
- ☐ A signed **Offer and Acceptance** document must be submitted.
- ☐ Any amendments, if applicable, must be submitted **SIGNED** as part of the application.
- ☐ All Exhibits must be completed as instructed.
- ☐ The organization name and the RFQA #MK-VSG-07-7365-00 must be **CLEARLY** marked on the outside of the sealed envelope/package.

Application Specific Requirements

Executive Summary (Required: One Page Maximum)

Provide a concise overview of each proposed project that summarizes the purpose, need, planned service activities to address the need, anticipated outcomes, and how you will measure these outcomes.

Project Design (Required: Two – Six Pages, Two Page Minimum)

- Describe how your specific community's need falls within the scope of Dr. King's "Triple Evils" of poverty, racism and war.
- Describe how your community volunteer project activities will engage juvenile probationers as partners and as volunteers. Indicate proposed dates of community volunteer projects. Visit <https://www.volunteerarizona.org> for nationally recognized days of service.
- List community partners (including juvenile probation departments and number of probationers) and their roles in your community volunteer project activities.
- Describe the extent to which your program is designed to be replicated. Discuss any plans or strategies for replication.
- Identify measurement tools to be used to measure outputs, outcomes and results expected (i.e. numbers of volunteers engaged, hours volunteered, projects created, partners participating, etc - short term and long term).

Additional resources

For additional information about the national MLK Day of Service, visit: <http://www.mlkday.org/>

For additional information about the teachings of Dr. King, Jr. and for other related materials, visit: <http://www.thekingcenter.org/>

Budget

Matching Funds

Applicants must provide cash or in-kind match contribution of at least 40% of the total project cost. The source(s) may be non-federal, state, private sector, or other funds in accordance with applicable requirements.

For example, if you request \$6,000 you must have a non-federal match of at least \$4,000 (cash and/or in-kind contributions) and a total projected cost of at least \$10,000. To assist with the calculation, apply the formula as follows:

$$\begin{aligned} \text{Total Project Cost} \times .60 &= \text{Maximum Application Request (not to exceed \$6,000)} \\ \text{Total Project Cost} - \text{Application Amount Requested} &= \text{Non-Federal Match} \end{aligned}$$

The non-federal match may include contributions (including but not limited to: supplies, staff time, trainers, contractors, food, transportation, facilities, equipment, and volunteer time for project or team leaders, volunteers staffing the event, etc.) necessary to plan and carry out the service activities. It does **NOT** include time for volunteers whose only role is as a participant in a community volunteer project.

Expenses

Expenses may NOT include:

- Honoraria to specialists/associates, stipends/salaries, financial gifts or donations.
- Religious instruction, worship or proselytization.
- Voter registration.
- Major expenses or equipment for one-time use such as a camcorder. Applicants should make every attempt to secure the short-term use of tools as in-kind contributions from the community.
- The use of “miscellaneous expenses” as a budget item is unacceptable.
- Long-range program expenses/overhead that are not related to the proposed project.
- Out-of-town travel or lodging.

Expenses MAY include:

- Local transportation for youth doing service. Please be sure it is clear who is being transported and for what reason.
- Administrative expenses such as communication (phone, fax, e-mail, postage), copying and print services.
- Materials for service-learning projects (seeds, plants, trash bags, paper, art supplies, etc).
- Refreshments and recognition that are integral to the project. Every effort should be made to secure funding from other sources for larger food costs. The total amount for refreshments should not exceed more than 20% of the total grant amount.
- T-shirts are acceptable as a budget request, however, not more than 20% of budget can be allocated towards this cost.
- Personnel cost are acceptable, however, not more than 40% of the budget can be allocated towards this cost.

PROGRAM SPECIFIC REQUIREMENTS:

The following restrictions and requirements shall apply to all applications:

1. The GOCYF shall be responsible for overall management of the SOS. You will be provided a contact name and number for staff responsible for management of this project. A contract file shall be set up in the GOCYF. Project monitoring will be the responsibility of the Governor’s Division for Community and Youth Development (GDCYD) and the Governor’s Division of Finance and Administration (GDFA).
2. Keep a copy of this solicitation and your grant application. If awarded, the sub-grantee shall be bound to the services listed by the grant application and based upon the

solicitation, including all terms, conditions, specifications, amendments, etc.

3. No construction costs are permitted.
4. The Sub-grantee shall submit quarterly progress narrative reports. The report shall contain such information as deemed necessary by the GOCYF, GDCYD.
5. The Sub-grantee shall notify the GOCYF in writing, **thirty (30) days in advance**, of any changes in the program that will directly affect service delivery under the terms of the contract. No changes shall be implemented without the prior written approval of a formal contract amendment by the GDCYD, GDFA and the GOCYF.
6. The Sub-grantee shall be paid on a cost-reimbursement basis, at a maximum of monthly or a minimum of quarterly for those items submitted and approved in the budget inclusively. Reimbursement requests are due 15 days after the completion of each project. **Sub-grantee shall submit a final reimbursement request for expenses obligated prior to the date of contract termination no more than forty-five (45) days after the contract end.** Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the GOCYF.**
7. Financial invoices must be sent to:

Tamara Turner, Financial Analyst
GOCYF
Governor's Division of Finance and Administration
1700 West Washington, Suite 101
Phoenix, Arizona 85007
8. Programmatic reports and requests for program and budget changes must be sent to:

Vida Jensen, Senior Program Administrator
GOCYF
Division for Community and Youth Development
1700 West Washington, Suite 101
Phoenix, Arizona 85007
9. Notwithstanding any other payment provision of this contract, failure of the sub-grantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this contract unless such failure arises of causes beyond the control and without the fault of negligence of the sub-grantee.
10. Contract Renewal: The contract shall not bind nor purport to bind the GOCYF for any contractual commitment in excess of the original contract period.

11. Evaluation: The Sub-grantee shall participate in any evaluation of the SOS grant program evaluation subject to the CNCS and the GOCYF. This could include participation in site visits by an evaluation contractor, completion of surveys, and submission of outcome and process data.
12. Reports and Payment: The Sub-grantee shall submit activity reports (e.g. programmatic, and financial reports, etc.) as required by the GDCYD and the GDFA. Additionally, Attachment C, the GOCYF Standard Data Collection Form for the Grant Management Information System, should be completed and submitted with the application.

A project activity report will be due no later than 30 days after each completed community volunteer project, with a final report due January 15, 2008. Failure to submit timely reports will result in suspension of reimbursement. The report shall contain such information as deemed necessary by the GDCYD and GOCYF.

Terms and Conditions:

1. Term of Contract: The term of the contract shall commence March 1, 2007 and shall remain in effect until December 31, 2007, unless terminated, canceled or extended as otherwise provided herein. This is a ten (10) month contract that may be renewable for one additional ten (10)-month period starting in January 2008, contingent upon the availability of funds and program and financial performance.
2. Funding: Requested funding must be submitted in an all-inclusive basis. The GOCYF will not reimburse any item other than the all-inclusive funding contained on the budget forms.
3. Key Personnel: It is essential that the sub-grantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The sub-grantee must assign specific individuals to the key positions. **Once assigned to work under the contract, key personnel shall not be removed or replaced without the prior written approval of the GOCYF.** It is the preference of the GOCYF that the sub-grantee requires current state certification and/or licensure as a condition of employment for those individuals providing direct behavioral and medical health services to youth.
4. Multiple Awards: In order to ensure adequate coverage of GOCYF requirements, multiple awards may be made.
5. Financial Audit: At any time during the term of this contract, and at any time within five (5) years after the termination of this contract, the sub-grantee's or any subcontractor's books and records shall be subject to an audit by the State or Federal Government, to the extent that the books and records relate to the performance of the contract or subcontract. In addition, in compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed

by the President's Council on Integrity and Efficiency Position #6, expending Federal Grants from all sources totaling \$500,000 or more, must have an annual audit conducted in accordance with OMB Circular #A-133, "Audits of States,

6. Local Governments and Non-profit Organizations.” **If you have expended more than \$500,000 in federal dollars, a copy of your audit report for the previous fiscal year must be submitted with your application.**
7. Audit Trails: Sub-grantee shall maintain proper audit trails for all reports related to this contract. The GOCYF reserves the right to review all program records.
8. Fund Management: The sub-grantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Sub-grantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The sub-grantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- Financial Management
- Procurement
- Personnel
- Property
- Travel

A system is adequate if it is: 1) written; 2) consistently followed – it applies in all similar circumstances; and 3) consistently applied – it applies to all sources of funds

9. Compliance: All parties to this agreement agree to comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 75-5 which mandates that all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with 1) the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap; 2) all applicable federal regulations regarding equal employment opportunity and relevant orders issued by the U.S. Secretary of Labor; and all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable Federal Regulations under the Act including 28 CFR Parts 35 & 36.
10. Licenses: Sub-grantee shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the sub-grantee.
11. Amendments: Any change in the contract including the scope of work and budget described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the

sub-grantee and the GOCYF. The GOCYF will also approve any amendment, when necessary. Any such amendment shall specify an effective date, any increases or decreases in the amount of the sub-grantee's compensation if applicable and entitled as an "Amendment" and signed by the parties identified in the preceding

sentence. The sub-grantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.

12. Capital expenditures: as defined as items over \$5,000 with a life of more than one (1) year shall not be allowed.
13. Contract Renewal: The contract shall not bind nor purport to bind the GOCYF for any contractual commitment in excess of the original contract period. The GOCYF shall have the right, at its sole option, to renew the contract. If the GOCYF exercises such rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.
14. Availability of Funds for the Next Fiscal Year: Funds are not presently available for performance under this contract beyond the current fiscal year. No legal liability on the part of the GOCYF for any payment may arise for performance under this contract beyond the current fiscal year until funds are made available for performance of this contract. The GOCYF obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made.
15. Subcontractors: The sub-grantee agrees and understands that no subcontract which the sub-grantee enters into with respect to performance under this contract shall in any way relieve the sub-grantee of any responsibility for performance of its duties. **It is highly recommended by the GOCYF that a Memorandum of Understanding or some other type of contract is in place between the sub-grantee and a subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, so as to avoid any misunderstanding between both parties.**
16. Indemnification Clause: Sub-grantee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of sub-grantee or any of its owners, officers, directors, agents, employees or

subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such sub-grantee to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by sub-grantee from and against any and all claims. It is agreed that sub-grantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the sub-grantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the sub-grantee for the State of Arizona. This indemnity shall not apply if the sub-grantee or subcontractor(s) is/are an agency, board, commission or university of the State of Arizona.

17. **Insurance Requirements:** Sub-grantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the sub-grantee, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the sub-grantee from liabilities that might arise out of the performance of the work under this contract by the sub-grantee, its agents, representatives, employees or subcontractors, and sub-grantee is free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Sub-grantee shall provide coverage with limits of liability not less than those stated below.

- 1. Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate	\$1,000,000
• Products – Completed Operations Aggregate	\$ 500,000
• Personal and Advertising Injury	\$ 500,000
• Blanket Contractual Liability – Written and Oral	\$ 500,000
• Fire Legal Liability	\$ 25,000
• Each Occurrence	\$ 500,000

- a. The policy shall be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the

sub-grantee".

- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the sub-grantee.

2. Automobile Liability

- a. Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract. Combined Single Limit (CSL) \$1,000,000.
- b. The policy shall be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the sub-grantee, involving automobiles owned, leased, hired or borrowed by the sub-grantee".

i. Worker's Compensation and Employers' Liability

Workers' Compensation

Statutory Employers' Liability

Each Accident	\$ 100,000
Disease – Each Employee	\$ 100,000
Disease – Policy Limit	\$ 100,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the sub-grantee.
- b. This requirement shall not apply to: Separately, EACH Sub-grantee or subcontractor exempt under A.R.S. 23-901, AND when such sub-grantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. Professional Liability (Errors and Omissions Liability)

Each Claim	\$500,000
Annual Aggregate	\$1,000,000

- a. In the event that the professional liability insurance required by this contract is written on a claims-made basis, sub-grantee warrants that any retroactive date under the policy shall precede the effective date of this contract; and that either continuous coverage will be

maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this contract is completed.

- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the sub-grantee.
- c. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the scope of work of this contract.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

- 1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the sub-grantee, even if those limits of liability are in excess of those required by this contract.
- 2. The sub-grantee's insurance coverage shall be primary insurance with respect to all other available sources.
- 3. Coverage provided by the sub-grantee shall not be limited to the liability assumed under the indemnification provisions of this contract.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **(Governor's Office for Children, Youth & Families, Jeanne Weeks, Procurement Specialist, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)** and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the sub-grantee from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: Sub-grantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(Governor's Office for Children, Youth & Families, Jeanne Weeks, Procurement Specialist, 1700 W. Washington, Ste. 101, Phoenix, AZ 85007)**. The GOCYF project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

- F. **SUBCONTRACTORS:** Sub-grantees' certificate(s) shall include all subcontractors as insureds under its policies **or** sub-grantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the sub-grantee or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the sub-grantee or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

Within ten (10) days following notification of award, certificates of insurance must be submitted to the GOCYF, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract.

- 18. **Confidentiality of Records:** The Sub-grantee shall establish and maintain procedures and controls that are acceptable to the Governor's Office for the purpose of assuring that no information contained in its records or obtained from the GOCYF or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to the State. Sub-grantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the sub-grantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.

19. Confidential Information: If a person believes that any portion of an application, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Specialist for the GOCYF shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in §41-2611 through §41-2616.

20. Cancellation: The GOCYF reserves the right to cancel the whole or any part of the contract due to failure of the sub-grantee to carry out any term, promise, or condition of the contract. The State will issue a written ten (10) day notice of default to the sub-grantee for acting or failing to act as in any of the following:

- The sub-grantee provides personnel that do not meet the requirements of the contract.
- The sub-grantee fails to perform adequately the services required in the contract.
- The sub-grantee attempts to impose on the GOCYF, personnel that are of an unacceptable quality.
- The sub-grantee fails to furnish the required product within the time stipulated in the contract.
- The sub-grantee fails to make progress in the performance of the requirements of the contract and/or gives the GOCYF a positive indication that the sub-grantee will not or cannot perform to the requirements of the contract.

If the sub-grantee does not correct the above problem(s) within ten (10) days after receiving the notice of default, the State may cancel the contract. If the State cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.

21. Termination: The Procurement Specialist for the GOCYF reserves the right to terminate the contract at any time, for the convenience of the State of Arizona, without penalty or recourse, by giving written notice to the sub-grantee at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the sub-grantee under the contract shall, at the option of the GOCYF, become property of the State of Arizona. The Sub-grantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.

22. Suspension or Debarment Status: If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government, the applicant must include a letter with its application setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall

result in rejection of the bid or offer or cancellation of a contract. The GOCYF also may exercise any other remedy available by law.

23. Suspension or Debarment Certification: By signing the offer section of the Offer and Acceptance page, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The GOCYF also may exercise any other remedy available by law.
24. Restrictions on Lobbying: The sub-grantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of the State of Arizona or the federal government if that action may have an impact, of any nature, on this agreement.
25. Fingerprinting: The provisions of A.R.S. §46-141 are hereby incorporated as provisions of this contract as they pertain to any new personnel not already covered by this requirement.

The provider shall assume the costs of fingerprint checks and may charge these costs to fingerprint its personnel. The department may allow all or part of the costs of fingerprint checks to be included as an allowable cost in a contract.

Personnel who are employed by any provider, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed any act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse.

This contract may be cancelled or terminated if the fingerprint check or the certified form of any person who is employed by a provider, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuses of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.

26. Compliance: The Sub-grantee shall comply with the Americans With Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S. 41-1492 et. seq.), which prohibits discrimination on the basis of physical or mental disabilities in delivering contract services or in the employment, or advancement in employment of qualified individuals.
27. Sectarian Requests: Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instructions
28. Ownership of Information: The GOCYF reserves the right to review and approve any

publications funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize the Corporation for National and Community Service, the Governor's Commission on Service and Volunteerism, the Arizona Juvenile Justice Commission and the GOCYF as the funding source.

29. The latest edition of the Arizona Uniform General Terms and Conditions and Uniform Instructions to Offerors is incorporated into this RFQA by reference. Copies may be obtained from the State of Arizona Enterprise Procurement Services at (602) 542-5511. The State Procurement website is: <http://www.azeps.az.gov/PoliciesDocuments/index.htm>. The Arizona Uniform General Terms and Conditions and Uniform Instructions to Offers is also available on the GOCYF website at: http://www.governor.state.az.us/cyf/grant_reg_info/grant_reg.html

Checklist:

Use the following list to make sure your grant application for the SOS Grant is complete and meets the requirements specified in this RFQA:

- ☐ One (1) original copy marked “original” and five (5) additional copies.
- ☐ Completed and signed Offer and Acceptance Form
- ☐ Executive Summary – Narrative (Maximum One Page)
- ☐ Project Design – Narrative (Two – Six Page Maximum)
- ☐ Budget Summary form is completed, signed and attached - (Attachment A
- ☐ Budget Narrative form is completed, signed and attached - Attachment B
- ☐ Standard Data Collection Form is completed and attached – Attachment C
- ☐ Financial Systems Survey is completed, signed and attached – Attachment D
- ☐ Assurances – Non-Construction Programs form is completed, signed and attached. – Attachment E
- ☐ Letter of collaboration from County Juvenile Probation Department (if not the applicant).
- ☐ Page numbers are included on all pages, in sequence, twelve point font or larger and one and one-half spaced lines, with one inch margins or wider.
- ☐ Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Please submit your applications either stapled in the upper left-hand corner or use a binder clip.
- ☐ When submitting your application, ensure that your organization name and the RFQA #MK-VSG-07-7365-00 are **CLEARLY** marked on the outside of the **SEALED** envelope/package.

It is the responsibility of each applicant to ensure their application is delivered to the GOCYF **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, security, etc.

Sample Line Item Budget

This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Sub grants), Other Operating Expenses and Administrative/Indirect Costs. Fill out the chart first and then write the narrative in the Budget Narrative Worksheet to explain requests. **Create your budget to include all three proposed community volunteer projects.** The financial information should detail this funding application request only – not the entire budget of your organization.

Budget period: March 1, 2007 – December 31, 2007

Budget Category	Line Item	Requested Funds	** Matching Funds/ Source	Total Cost
Personnel and Fringe Benefits				
Personnel	Project Director, Bob Williams, 50%, 18 months	\$22,500		\$22,500
	Project Director, Bob Williams, 50%, 18 months		\$22,500 (XYZ City)	\$22,500
Fringe Benefits	Agency Rate (18%)- Budget narrative should provide more detailed accounting of how this rate was determined for the agency.	\$4,050	\$4,050 (XYZ City)	\$8,100
Contracted Services/Professional Services				
Contract services	Program Evaluation – contractual data entry services (GHJ Evaluation, Inc.)	\$1,000		\$1,000
Travel				
	Project staff to attend program related training (300 miles x 34.5 cents per mile x 1 staff person)	\$103.50		\$103.50
Pass Through				
Sub grants	Stipends for school personnel 1 person - .10 FTE	\$1,000		\$1,000
Supplies and Other Operating				
	Postage (\$100/month x 18 months for monthly flier)	\$1,800		\$1,800
	Telephone for Bob Williams (\$75/month x 18 months)		\$1,350 (XYZ City)	\$1,350
Administrative/Indirect Costs				
	Please see narrative.			
Total		\$30,4453.50	\$27,900	\$58,353.50

*As shown, a line item budget justification for each component **MUST** be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

** List matching funds.

Authorized signature

Date

Attachment B

BUDGET NARRATIVE

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items that funds are being requested for. In addition, **please complete a separate budget narrative for all match that will be contributed towards this grant.** The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative and budget form correspond and the calculations and totals are accurate.

Personnel: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also be sure to include the scheduled salary increases on the Budget Form.

Fringe Benefits: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Materials and Supplies: Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

Transportation: Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants may follow their own established travel rates. However, the Governor's Office for Children, Youth and Families reserves the right to determine the reasonableness of those rates. If an applicant does not have a written policy they should abide by the State's travel policy (www.gao.state.az.us/travel/).

Authorized Signature _____ Date _____

Job Title _____

Governor's Office for Children, Youth and Families
Standard Data Collection Form for the Grant Management Information System (GIMS)

A. Agency Information:

Program Name (if applicable) _____

Agency _____ Contact Person _____

Address _____ Position _____

Address _____ Email _____

City, State, Zip _____ Phone _____ x _____ fax _____

County _____

Employer Identification Number: _____

Agency Classification: _____ State Agency _____ County Government _____ Local Government _____ Schools _____ Tribal
 _____ Faith Based _____ Other

Have you previously conducted business with the State using this EIN: **Y** **N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application.

<http://www.ica.state.az.us/Forms/Substitute%20Form%20W-9.pdf>

In which Congressional (Federal) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ _____

What is your organization's fiscal year-end date? _____

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? **Y** **N**

Please provide contact information of the audit firm conducting your audit:

Agency _____

Address _____

Phone Number _____

B. Proposed Program Information / Description:

Amount requesting: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants to be served: _____

Please provide a **brief** description of the **proposed program** in 1 or 2 paragraphs.

C. Contact Information (Please copy this page as many times as needed.)

Program Agency – Indicates person with primary contact with the GOCYF and is directly responsible for ensuring that the program plan is implemented. All future program correspondence will be sent to **this person**.

Fiscal Agency - Indicates person responsible for financial matters pertaining to this grant.

Collaborator – Indicates all persons/agencies who have been identified as a collaborator, partner, host site as a requirement of this grant.

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

☐ **Program Agency**

☐ **Fiscal Agency**

☐ **Collaborator**

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

☐ Program Agency

☐ Fiscal Agency

☐ Collaborator

Agency _____

Contact Person _____

Address _____

Position _____

Address _____

Email _____

City, State, Zip _____

Phone _____ x _____ Fax _____

County _____

Attachment D

**Governor's Office for Children, Youth and Families
Financial Systems Survey**

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, the GOCYF awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please attach a complete copy of your A-133 Audit, including, but not limited to, your Management Letter, Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures	

for Federal Awards” can be submitted	
5. Has your organization received funding from the GOCYF within the past two years? If yes, specify the grant contract numbers:_____	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? <input type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other. Specify:_____	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization’s accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee’s time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with Federal Cost Principles (i.e. OMB Circular A-87, A-122 or A-21)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an indirect cost plan/rate need to attach a copy of the methodology and calculations in determining the rate.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are employee time sheets supported by appropriately approved/signed	<input type="radio"/> YES

documents?	<input type="radio"/> NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization maintain a system of contract administration to ensure sub-grantee conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that the GOCYF has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone/Fax/Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the sub-grantee has accepted the responsibility of maintaining the financial systems.

Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): _____

COMMENTS:



OMB Approval No 0348-0040
ASSURANCES – NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s)

which may apply to the application.

7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE
APPLICANT ORGANIZATION <div data-bbox="643 588 883 653" style="border: 1px solid black; padding: 5px; text-align: center;">Appendix A</div>	DATE SUBMITTED

program.

**Get Involved in a 2007/2008
Day of Service in Your
Community!**

Arizona
Governor's
Commission
on Service
and Volunteerism

For more information go to:
www.volunteerarizona.org

DATE	DAY OF SERVICE	THEME	PURPOSE
March 31	Cesar Chavez Day <u>www.cesarechavezfoundation.org</u>	Maximizing human potential to improve our communities	Americans joining together to advance Cesar's values and principles by participating in volunteer, educational or cultural community activities.
April 20-22	National Youth Service Day <u>www.ysa.org/nysd</u>	The power of youth serving youth!	To empower young people, highlighting their ongoing contributions to communities: mobilizing commitment, and idealism through service.
April 21-28	National Volunteer Week <u>www.pointsoflight.org/programs</u>	Inspire by Example	To recognize and celebrate the efforts of volunteers at the local, state and national levels.
May 6	Join Hands Day <u>www.joinhandsday.com</u>	Youth and adults volunteering together	To bring young people together with adults to create new and better relationships by working as a team within their own neighborhoods.
August 5	National Kids Day <u>www.kidsday.org</u>	Share a moment, create a memory, make a kid's day.	To celebrate America's children by spending meaningful time with them. It's about celebrating kids - any child in need of mentoring.
September 11	One Day's Pay <u>www.onedayspay.org</u>	Honor victims of September 11	Encourages us to set aside time on Sept 11 to help others in need - in honor of those who lost their lives as a result of the terrorist attacks.
October 24-28	Kids Care Week <u>www.kidscare.org</u>	Celebrates kids making a local difference.	Dedicated to recognizing the power of kids helping others. Young people focus on a specific social issue through a service project.
October 25	Make a Difference Day <u>www.makeadifferenceday.com</u>	A national day to help others!	To inspire and reward volunteers. Everyone who helps and submits an entry form is eligible for a national or local award.
November 22	National Family Volunteer Day <u>www.pointsoflight.org/programs</u>	My Family Matters – We Volunteer!	To call families across America to work together in service to strengthen their families, communities, local businesses, and non-profit organizations.
January 21	Martin Luther King, Jr. Day / Civil Rights Day <u>www.mlkday.org</u>	Make it a day on...not a day off!	Help keep Dr. King's Legacy of service to others alive in communities across the country.

**END OF SOLICITATION
#MK-VSG-07-7365-00**